



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII**  
**851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD**  
**SCHOFIELD BARRACKS, HAWAII 96857-5000**

IMPC-HAW-ZA

02 MAY 2012

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Memorandum USAG-HI-56, First Sergeants Barracks Program (FSBP)**

**1. References.**

a. Army Regulation 420-1, Facilities Engineering, Army Facilities Management, 12 Feb 08 with Rapid Action Revision (RAR) issued 28 Mar 09, Chapter 3, Housing Management.

b. Policy Memorandum USAG-HI-12, Unaccompanied Personnel Housing (UPH), 25 Aug 10 (under revision).

c. USAG-HI Standard Operating Procedure A-420.1, Liability for Damage to Government Quarters, Furnishings, and Equipment, 1 Aug 10.

d. USAG-HI Memorandum, subject: UPH Footprint Key Management and Control Brigade/Battalion Level, 19 May 11 (under revision).

**2. Purpose.** To implement modifications directed by Installation Management Command (IMCOM). In addition, provide guidance for the responsibilities, management, and occupancy of USAG-HI, UPH under the FSBP.

**3. Scope.** This policy covers Enlisted Quarters E-6 and below.

**4. Applicability.** This policy applies to all permanent party Army personnel who are permanently assigned or attached to installations located in Hawaii and eligible for UPH. This policy will also apply to individuals temporarily assigned to installations located in Hawaii, are not on per-diem, and granted permission by the USAG-HI Garrison Commander or an authorized representative to reside in UPH facilities.

**5. Responsibilities.**

a. The USAG-HI Commander's representative, Chief, Housing Division, Residential Communities Initiative (RCI) Housing Project Manager, is responsible for management of the barracks program in accordance with (IAW) references 1a through 1c. This responsibility may be delegated to the Chief of Housing Operations. The UPH Manager

IMPC-HAW-ZA

SUBJECT: Policy Memorandum USAG-HI-56, First Sergeants Barracks Program (FSBP)

will coordinate and provide training guidelines to designated unit Barracks Management Representatives on general barracks operations and the application and reporting requirements of the Enterprise Military Housing (eMH) database.

b. The Units are responsible for the following:

(1) Assignment and termination of quarters, coordination of maintenance and repair of the facility, maintenance of hand receipts, key issuance and control, and maintaining the eMH database.

(2) Eligible Soldiers will report to their designated unit Barracks Management Representative(s) for quarters assignment. All assignments, terminations, maintenance, and furnishings accountability will be managed and tracked through the operation of the eMH database. At a minimum, services will be available during normal duty hours.

c. Upon assignment to quarters, Units will ensure:

(1) Assignment to quarters orders.

(2) Notice of "Liability for Damage to Assigned Housing", (obtain Soldier's signature), and hand receipt of furnishings.

(3) Checklist of condition of quarters.

(4) Permanent access to assigned room via Common Access Card (CAC) card programming or hard key/outside door locks system.

(5) Procedures for repairs, maintenance, key control, and lock outs.

(6) Damage cost estimate sheet (furnishings and quarters). Unit will conduct a dual inventory with each occupant upon check-in.

(7) Other pertinent information as required.

d. Quarters Termination Procedures:

(1) At least 30 days prior to departure and upon receipt of clearance documents (permanent change of station or expiration term of service), the Soldier will notify the Unit. The Unit will schedule a pre-termination inspection with the Soldier's Unit representative (SSG or above) to monitor and identify room deficiencies (cleanliness, maintenance/repair, and furnishings management). All deficiencies must be corrected

IMPC-HAW-ZA

SUBJECT: Policy Memorandum USAG-HI-56, First Sergeants Barracks Program (FSBP)

or the Service Member will not be allowed to clear. The room must be returned to standard prior to the Soldier's final out-check inspection. Costs incurred are the responsibility of the Soldier, with the Unit being accountable.

(2) Prior to Soldier's departure, a final check out inspection will be performed by the Soldier and a unit representative (SSG or above). If all deficiencies noted in the pre-termination inspection have been corrected and approved by the unit representative, the Soldier will be cleared. In the event the room does not pass final inspection, the Soldier will be assessed charges IAW reference 1c and will be the maximum allowed. If the Soldier is cleared and the room is not to standard, the Unit will be held accountable. Unit funds must be expended to bring the room to standard.

(3) Costs associated with correcting damage to government quarters, furnishings, and equipment will be governed by reference 1c.

e. After Duty Hour Room Assignments:

(1) Room assignments after normal duty hours will be facilitated at the unit level. Four (4) each "72-hour" rooms (eight spaces) will be assigned each Brigade. Units will assign the Soldier to a 72-hour room until the next normal duty day. He/she will then report to their designated unit Barracks Management Representative(s) for a permanent room assignment. Cleaning and maintenance standards of 72-hour rooms will be a unit responsibility.

(2) Building Inspections. The unit will appoint Brigade level barracks senior non-commissioned officer (SFC or above) to liaison between UPH DPW, and the units in regards to assignments and terminations, maintenance, exceptions to policy, certificate of non-availability, and deployment/redeployments. Training will be provided by UPH. Note: It is mandatory for a unit Senior NCO and, when possible, a certified unit Maintenance Management Team member to monitor all assignment and termination inspections and provide direction and assistance as appropriate. This will help minimize the potential for Soldiers to be subject to the damage collection process (DD-139, Pay Adjustment Authorization).

(3) Escorts. After-duty hour escorts will be performed by the unit Staff Duty Officer or his/her designated representative.

(4) Key Control. IAW reference 1e, Units will be assigned master room keys at the Battalion level to facilitate after-duty hour lock outs, emergency room access, and health and welfare inspections. Inventory of all assigned unit keys shall be performed at least monthly by the BDE CSM to ensure key security is maintained.

IMPC-HAW-ZA

SUBJECT: Policy Memorandum USAG-HI-56, First Sergeants Barracks Program (FSBP)

(5) Lost Room Keys. In the event a Soldier loses his/her CAC room key (or hard key where appropriate), units will be unable to provide temporary keys. For after duty hour room access, Soldiers must report to their Staff Duty Officer (SDO). Units must maintain a current barracks roster and Barracks Utilization Report to validate occupant identities. Once the occupant's identity is verified, SDOs will provide access. During normal duty hours, Soldiers should report to their designated unit Barracks Management Representative(s) to obtain a temporary replacement key. Upon issuance of a new CAC, Soldiers should report to their designated unit Barracks Management Representative(s) to have their CAC programmed.

(6) Room Moves. All barracks room moves will be coordinated with the designated unit Barracks Management Representative(s) prior to execution. **Under no circumstances will Soldiers move from their assigned space without proper coordination.**

(7) Vacant Room Inspections. Rear detachment personnel will inspect vacant rooms and provide a recurring presence within the footprint to ensure no unauthorized access/occupancy of vacant barrack spaces. Unauthorized occupants will be reported to the military police.

f. It is the responsibility of the chain of command to ensure Soldiers comply with this policy memorandum. Additionally, it is the responsibility of the chain of command to ensure discipline, control, and supervision of Soldiers assigned; to perform room and common area inspections; to maintain health and welfare of Soldiers; and to ensure a high state of cleanliness in rooms and common areas.

g. The Soldiers are responsible for the following:

(1) Alcohol. Hawaii law prohibits consumption of alcohol by anyone under the age of twenty-one. Soldiers are responsible for their own consumption as well as consumption of alcohol by their authorized guests.

(2) Appliances. Televisions, stereos, coffee pots, and computer equipment are permitted in quarters. Hot plates are not authorized. Government issued refrigerators and microwave ovens and, in some cases, stoves will be provided.

(3) Common Kitchen. Soldiers are responsible for cleaning of microwave oven and stove after each use to include sink and counter area. Units will serve as liaison for the UPH Manager for cleaning of common areas.

IMPC-HAW-ZA

SUBJECT: Policy Memorandum USAG-HI-56, First Sergeants Barracks Program (FSBP)

(4) Furniture. Government owned furnishings will not be removed from quarters or dayroom, or exchanged without proper documentation.

(5) Guests. Authorized visitors of either gender are allowed in quarters. The rights of other occupants take priority over visitation; however, cohabitation is strictly prohibited. An adult must accompany guests under the age of 18 at all times. Children may not occupy or reside in centralized barracks facilities. Violations of these rules may be punishable under the Uniformed Code of Military Justice (UCMJ). Refer to Unit Barracks Standard Operating Procedure for additional requirements.

(6) Laundry Room. The laundry room is a common area and is for use by those occupying the barracks. Unit leadership is responsible for ensuring cleanliness is maintained.

(7) Lost Keys or Lockout. Soldiers should report to their designated unit Barracks Management Representative(s) for issuance of temporary room access keys or to have their CAC cards programmed during normal duty hours. In the event of room lockouts after duty hours, Soldiers should report to the unit SDO who will provide them room access.

(8) Material. Adhesive material is prohibited on doors. Nails, tacks, staples, and other hardware will not be driven into walls or doors. Racks and shelves will not be attached to walls or ceilings. The use of conduits or steam pipes to support clothing, pictures, and other items is prohibited. Pictures may be hung from walls with adhesive-type hangers.

(9) Pets. No pets of any type are allowed in UPH facilities.

(10) Possession of Illegal Substances. Use, possession, or sale of narcotics, barbiturate or any other controlled or illegal drugs or substances is prohibited at all times and all locations. Violation is punishable under the UCMJ. Possession of prescription medication is permitted if prescribed by a licensed physician.

(11) Quiet Hours. Sunday through Thursday 2200-0630 hours; and Friday through Saturday 2400-0900 hours.

(12) Room Cleanliness. Soldiers are required to maintain their living quarters in a high state of cleanliness. Unit commanders will perform health and welfare inspections as necessary. Floors will be kept free of food and stains, and should be swept or vacuumed regularly. Furniture will be free of dust, stains, and spills. Refrigerators must be defrosted frequently with no frost build-up and food must be kept

IMPC-HAW-ZA

SUBJECT: Policy Memorandum USAG-HI-56, First Sergeants Barracks Program (FSBP)

in sealed containers. Walls will be kept free of marks and cobwebs. Windows and mirrors should be clean and streak free from soap build-up, mildew, dirt, and grime.

(13) Security of Personal Property. Soldiers are responsible for securing all personal property within their living quarters. In addition, occupants have an obligation to ensure all outside doors are closed and the common area door is secured. Renter's insurance (obtained with the Soldier's personal funds) is recommended for all occupants.


(14) Smoking. Smoking is not allowed in any UPH facility. Smoking is permitted in designated areas only.

(15) Work Orders. Soldiers must contact their designated unit Barracks Management Representative(s), during normal duty hours to request or report maintenance services. The Soldier must be present to escort maintenance and repair personnel to assigned quarters, or have signed a Permission to Enter form. If the Soldier has not signed a Permission to Enter form and does not show up to let workers into the room, the Service Order could be cancelled. DPW will not respond to work orders pertaining to damage, destruction or abuse of government property caused by the Soldier and/or their guests.

(16) Failure to abide by the policies outlined in this memorandum may result in disciplinary action, or penalties under the UCMJ.

6. This Policy Memorandum is effective 1 July 2012 and will remain in effect until cancelled or superseded in writing.

7. Proponent. The proponent for this policy is the Chief, Housing Division, at 655-7394.

  
DOUGLAS S. MULBURY  
COL, IN  
Commanding

DISTRIBUTION:  
Electronic Media